

# Application for employment

**CONFIDENTIAL**

Please read the enclosed guidance notes before completing this form. Write or type clearly using black ink. Please note that CVs will not be accepted. This form is available in Welsh. Mae'r ffurflen hon ar gael yn y Gymraeg.

**Application for the post of:** \_\_\_\_\_

**Closing Date:** \_\_\_\_\_

**Your personal details are detached from this form before your application enters the selection process. This ensures that the shortlisting panel is not influenced by this information.**

## Personal details

Title:                      Forename:                      Surname:

Address:

Post code:

Email:

Telephone: Home:

Mobile:

Work:                      (can you be contacted at this number?) Yes                      No ☐                      ☐

National Insurance No:

Where did you learn of this vacancy:

Are you entitled to work in the United Kingdom?                      Yes                      ☐                      No                      ☐

(please note you will need to provide proof on appointment)

As defined under unspent criminal convictions of the Rehabilitation of Offenders Act 1974, please give details of any convictions for criminal offences.

## Equal Opportunities Monitoring Form

WCVA is committed to Equal Opportunities and wishes to reassure applicants that this form will not be used at any stage of the recruitment process and will be separated from the application form immediately on its receipt. Any information given on this form will remain confidential and only be used for monitoring purposes to assess the effectiveness of our equal opportunities policy.

All information will be treated as strictly confidential and in accordance with the General Data Protection Regulation and Data Protection Act 2018, as amended re-enacted or consolidated from time to time. You are not obliged to provide this information and failure to do so will not be detrimental to your application. If you wish to provide this information, please provide explicit consent by ticking this box ☐

To find out more information about your how we process your data and your rights please see the attached privacy notice.

Surname: \_\_\_\_\_ First name(s) \_\_\_\_\_

Post applied for: \_\_\_\_\_

Where did you learn of this vacancy? \_\_\_\_\_

Please tick the appropriate box:

Gender: Male ☐ Female ☐ Prefer to self-describe   
Prefer not to say ☐

Age: 16 -19 ☐ 20 -29 ☐ 30 -39 ☐ 40 -49 ☐ 50 -59 ☐ 60+ ☐

What is your ethnic group? :- (Please choose one)

### White

British ☐ English ☐ Welsh ☐ Scottish ☐ Irish ☐ Other White ☐

If other, please specify \_\_\_\_\_

### Mixed/Multiple Ethnic Group

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐

Other Mixed ☐

If other, please specify \_\_\_\_\_

### Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Other Asian ☐

If other, please specify \_\_\_\_\_

**Black/African/Caribbean**

Caribbean ☐ African ☐ Any Other Black ☐

If other, please specify

**Other Ethnic Group**

Arab ☐ Any Other Ethnic Group ☐ Prefer not to say ☐

If other, please specify

**The Equality Act 2010 defines disability as a physical or mental impairment, which has a substantial and a long term adverse effect on a person's ability to carry out normal day-to-day activities.**

Do you have a disability? Yes ☐ No ☐ Prefer not to say ☐

If yes, please describe any adjustments or adaptations you think you would require to assist you to carry out the duties of the post for which you are applying.

**The Equality Act 2010 makes it unlawful to discriminate staff on grounds of their sexual orientation and their religion or similar belief.**

**Sexual orientation:**

Gay Woman/  
Lesbian ☐ Gay Man ☐ Bisexual ☐ Heterosexual/  
Straight ☐ Prefer not to say ☐

Prefer to self-describe

**Religion or belief:**

Please tick one box only; categories determined by the Office of National Statistics

|           |                          |             |                          |                   |                          |
|-----------|--------------------------|-------------|--------------------------|-------------------|--------------------------|
| Christian | <input type="checkbox"/> | Buddhist    | <input type="checkbox"/> | Hindu             | <input type="checkbox"/> |
| Jewish    | <input type="checkbox"/> | Muslim      | <input type="checkbox"/> | Sikh              | <input type="checkbox"/> |
| Other     | <input type="checkbox"/> | No religion | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

If other, please specify

## WELSH LANGUAGE STANDARDS

Applications submitted in the medium of Welsh are welcomed and will not be treated less favourably than an application submitted in English.

Are you a fluent Welsh speaker?

Yes

☐

No

☐

Do you have a working knowledge of the written and spoken language?

Yes

☐

No

☐

If successfully short listed, would you wish to use Welsh Language at interview or any other method of assessment?

Yes

☐

No

☐

*A translation service will be proved if required.*

If you are successfully offered the post, would you wish to receive any contract of employment and paper correspondence relating to that employment in Welsh?

Yes

☐

No

☐

If you are successfully appointed to the post, would you wish to receive any documents that outline training needs or requirements in Welsh?

Yes

☐

No

☐

If you are successfully offered the post, would you wish to receive any documents that outline your performance objectives in Welsh?

Yes

☐

No

☐

Thank you

**Application for the post of:** \_\_\_\_\_

## Education and training

| Name of school/college etc | Subject | Qualification / Grade attained |
|----------------------------|---------|--------------------------------|
|                            |         |                                |

## Professional membership

| Professional body | Type of membership | Date joined |
|-------------------|--------------------|-------------|
|-------------------|--------------------|-------------|

Application for the post of: \_\_\_\_\_

### Employment history

Present or most recent employment:

Name and address of employer:

Position held:

Brief description of duties:  
(use continuation sheets if necessary)

Date started:

Period of notice required:

or Leaving date:

Salary:

Reason for wishing to leave:

Application for the post of: \_\_\_\_\_

**Previous employment: (from most recent first)**

**Include any unpaid or voluntary work you may have undertaken – (use continuation sheets if necessary)**

| Employer | Job title/duties | Reasons for leaving | Date from and to |
|----------|------------------|---------------------|------------------|
|          |                  |                     |                  |

|                  |                          |                          |                          |                          |                          |
|------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Language skills: | None                     | Poor                     | Medium                   | Good                     | Very Good                |
| Welsh verbal     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Welsh written    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Application for the post of:** \_\_\_\_\_

**Relevant knowledge, skills and experience:**

Please use this section to show how your experience, skills and training gained both in paid employment and in voluntary work, or through study, make you suitable for this post. Please ensure that you have read the job description and person specification for the post and have given sufficient information to describe how you meet the requirements set out in the person specification. The information you give here will play a crucial part in the decision whether or not to interview you.

Use continuation sheets if necessary.



Application for the post of: \_\_\_\_\_

**References:**

Please give us the name, address and status of two referees who are willing and able to provide a reference for you. Referees should be your latest substantive employer and/or all employers from the previous 3 years of employment; a college tutor, school head or teacher where there is no work history or a personal referee where there is none of the above.

References are normally taken up when the candidate is invited for interview. If you do not wish referees to be contacted prior to interview please tick the appropriate boxes.

**Referee No. 1**

**Name and address**

Relationship to you:

Email:

Contact prior to interview?

Yes

☐

No

☐

**Referee No. 2**

**Name and address**

Relationship to you:

Email:

Contact prior to interview?

Yes

☐

No

☐

**Data Protection Act 1998**

*The information that you provide on this application is subject to the protection of the Data Protection Act 1998, and will be used for the purposes of recruitment, compiling employee statistics, and equal opportunities monitoring only. It is the policy of WCVA to retain recruitment records on secure computer and manual systems. Recruitment records are held the duration of the recruitment process and for a period of time thereafter. If you are employed by WCVA the information provided on this application will be kept for the duration of your employment, and for a period of time following it. Access to this information will be restricted to a limited number of authorised staff.*

**Declaration:**

I confirm that to the best of my knowledge the above information is correct.

Signature:

Date:



Thank you for completing this form.

Please return to:

People Group

WCVA

One Canal Parade

Dumballs Road

Cardiff

CF10 5BF

Tel: 0900 111 0124

Email: [People@wcva.cymru](mailto:People@wcva.cymru)

Registered charity 218093

Website [www.wcva.org.uk](http://www.wcva.org.uk)

(Office use only)

Application for the post of: \_\_\_\_\_

**Continuation Sheet 1**

Further sheets may be attached if necessary.

Application for the post of: \_\_\_\_\_

**Continuation Sheet 2**

Further sheets may be attached if necessary.